

**CITY OF LONG BEACH**

**WORKFORCE INVESTMENT ACT (WIA) TITLE I  
IN-SCHOOL AND OUT-OF-SCHOOL YOUTH SERVICES**

**Request for Proposals (RFP) # 06-003**  
**Questions and Answers**

The deadline to submit questions regarding the Request for Proposals is 4:00 p.m. on Wednesday, June 28, 2006. Questions will be accepted in written format only and may be either mailed or hand delivered to:

RFP # 06-003 Review Team  
Workforce Development Bureau  
Career Transition Center  
3447 Atlantic Avenue  
Long Beach, CA 90807  
Faxed to (562) 570-3657 or e-mailed to [sally\\_ghan@longbeach.gov](mailto:sally_ghan@longbeach.gov).

The following highlights questions submitted regarding the above Request for Proposals, as well as those posed during the Bidders Conference held on June 23, 2006.

1. **Out-of-School Youth is currently defined in the introduction as 19-21 years of age. What about high school graduates who are 18 years of age, are they part of this or In-School youth?**

*The definitions for In-School and Out-of-School Youth may be found on page 4 and 5, respectively, of the Request for Proposals.*

*A high school graduate, who is 18 years of age, may be considered an In-School or Out-of-School Youth, contingent upon other factors as referenced in the definitions found on pages 4 and 5.*

*Younger Youth are defined as youth who are 14-18 years of age, while Older Youth are defined as youth who are 19-21 years of age.*

2. **In the Introduction there is a definition of In-School Youth, but not one for Out-of-School Youth, but when reading the definition it appears that perhaps the definition for the latter is there and the header may have been omitted. Please clarify.**

*The definition may be found on page 5 of the Request for Proposals, under the header "Out-of-School youth are defined as follows."*

3. **What technical requirements are there in order for a CBO to have access to the VOS on-line case management system, so the work can be done by the CBO at their site? I want to confirm it is a web-based system.**

*The VOS (on-line case management system) is a web-based system, and organizations contracted to provide services will be able to access the system at their respective sites. There are no technical requirements, other than access to a computer with internet connection. Contractor staff will be provided training.*

4. **Are we able to review the necessary eligibility documents and MIS forms that we must see are completed to determine the work involved in completing these forms?**

*Yes. Information is posted on line at [www.longbeachworkforce.org](http://www.longbeachworkforce.org) under the Request for Proposal link. In-service training on eligibility and VOS/MIS will be coordinated by staff in conjunction with the availability of service providers.*

5. **What objective assessment tools will YOC provide? I am assuming that these are the ones you would like for us to use for Occupational Skills and Work Readiness Skills (Pre- and Post Tests). What vendors do you use? Are these available for review during the response period?**

*Pre- and Post-Tests used for Occupational Skills and Work-Readiness Skills are posted on line at [www.longbeachworkforce.org](http://www.longbeachworkforce.org) under the Request for Proposal link. These tests are not purchased from vendors, nor are vendors used for administering them. Sub-contractors are required to use these Pre- and Post-Tests. However, sub-contractors may use additional tools to assess occupational and work-readiness skills, beyond those required, if they choose.*

6. **How many mandatory service provider meetings and training sessions are anticipated during the pre contract and 21 month contract period, and estimated number of hours (total) that these will entail?**

*The total number of training sessions has not yet been determined. In-service training will be coordinated by staff in conjunction with the availability of service providers.*

*Service provider meetings are generally held once a month during the contract period. These meetings are generally scheduled for two hours.*

7. **When is it anticipated that the Greater Long Beach Workforce Development Board and the state will set the performance goals?**

*It has not yet been determined.*

8. **Under Core Performance for Older Youth, # 4 Credential, need to check on outcome expected: what is to be after 3rd (year or quarter)? It is not stipulated. If it is 3rd quarter, then is this to mean they should have a nationally recognized degree or certificate or state/locally recognized credential by 9 months after they leave the program? For many certificates this is impossible as they require a longer time frame to obtain such certification.**

*Under Core performance measures, Older youth must receive a certificate by the 3<sup>rd</sup> quarter after exit. The certificate/ credential does not have to be nationally recognized under Core performance measures, we are able to use our locally approved Skills Certificate to satisfy the credential measure for Older youth.*

*Under Common performance measures, it will be required for youth (both Older and Younger) to receive a nationally recognized certificate or credential by the 3<sup>rd</sup> quarter after exit. We are not able to use our locally approved Skills Certificate to satisfy the credential measure for youth.*

- 9. Under General RFP Information item #8, the term deobligation clause is used, please provide your definition of such a clause.**

*The contract clause states the following:*

*Section 3. Performance Review*

*After each quarter during the Term, the City will conduct a review of Contractor's performance by comparing the Contractor's planned performance and contract levels with the actual performance and contract earning levels achieved by contractor. If the Contractor is ten percent below planned performance and contract earning levels at the end of any quarter, the Contractor may be required to implement a corrective action plan. Any such corrective action plan shall be subject to review and approval by the City.*

*Underperformance at the end of the second quarter or any quarter thereafter, shall permit the City to unilaterally cancel this Contractor or, in the alternative and at the sole discretion of the City, deobligate funds from this Contract up to the amount of the under-expenditures.*

*In the event the Subcontract is not meeting performance goals, or demonstrates the inability to Administratively carry out program requirements, they may/are considered for deobligation.*

- 10. Under General RFP Information item #24 j, I want to be sure that insurance information only has to be provided if the CBO is awarded a contract. It does not have to be part of the proposal.**

*Correct. Insurance documentation is not required as part of the proposal. Insurance documentation will, however, be required if awarded a contract to provide services.*

- 11. Would this include funding for food for after school programs?**

*Food items are an allowable expense and may be provided to youth, if participating in a scheduled WIA-funded activities (i.e., remediation, workshops, training, etc.). There must be an agenda and sign in sheets to support the expenditures. Food items must be reasonable and appropriate to the activity. Proposals solicited under this RPF are not intended to fund after-school programs, as generally defined.*

12. Can you help me locate on the [www.longbeachworkforce.org](http://www.longbeachworkforce.org) website where the questions and answers are located that people submit? Also, I can not locate the list of Allowable Supportive Services (Attachment 4).

*The questions and answers are posted on line at [www.longbeachworkforce.org](http://www.longbeachworkforce.org) under the Request for Proposal link.*

*Attachment 4 may be found on page 35 of the RFP.*

13. What are the differences between Common and Core Measures?

*The definition of Core performance measures begins on the lower part of page 11 and continues midway through page 13. Common performance measures are defined on the bottom half of page 13.*

*The major difference between these two measures is that Common does not make the distinction between Younger and Older youth. Common measures apply to all youth, regardless of age, dependent only upon their In-school or Out-of-school status.*

14. What measure should proposals write to?

*Proposals should address Core measures, unless otherwise requested.*

15. What is the time frame for the primary skill goal?

*Youth have one year, from the date the skill goal is set, to attain the goal.*

16. What is the skill attainment for 14-18 year old youth?

*Skill attainment is measured in three areas, Basic Skills, Occupational Skills, and Work-Readiness Skills.*

*If the youth is Basic Skills deficient, the primary goal must be set in the area(s) of deficiency. If the youth is not Basic Skills deficient, the primary goal must be set in a Work-Readiness Skill area.*

17. Are stipends taxable?

*WIA Final Rule states; "Stipends may not exceed the Federal or State minimum wage, whichever is higher." The law requires that you provide a 1099 tax report for those who were paid \$500 or greater. The maximum Stipends allowed are for \$450.00. Please see your tax consultant for further clarification.*

18. What is the difference between administrative costs and indirect costs?

***Indirect Costs (maximum 10%):***

*In order to charge an Indirect Cost your organization must have an Indirect Cost Rate Agreement provided by a federal cognizant agency. If an agency has an approved indirect*

cost rate below 10% they may not exceed their approved rate. A copy of the Indirect Cost Rate Agreement must be submitted with the budget.

**Administrative Costs (maximum 10%):**

Administrative costs are not direct program costs, but costs related to Administrative functions (i.e. salaries, fringe benefits, administrative travel, conferences, etc.). These costs cannot exceed 10% of the overall program costs. Agencies that do not have an Indirect Cost Rate Agreement will be asked to submit a cost allocation plan upon contract negotiations.

**19. What measurement tool do you use to determine basic skills? Can we use our own measurement tool?**

*The Test of Adult Basic Education (TABE) is used in order to determine basic skills levels. We also permit the CASAS to be used to test the basic skills levels of youth enrolled in special education programs. These are the only tools that we are able to use to determine basic skills levels.*

**20. When should youth be exited?**

*A youth should be exited after he/she has attained all set goals and is on track to meet the performance measures that he/she falls in to.*

**21. For younger youth, will we have to follow-up with them for two years?**

*The required follow-up period for all youth (younger and older) who exit the program is 12 months.*

**22. What is a nationally recognized certificate?**

*Some examples are: Diploma, General Education Diploma (GED), Forklift, CPR, Drivers License, Food Handling, Life Guard Training, etc. Please keep in mind each certificate must be related to the Occupational Skills/Internship the youth is participating in.*

**23. Is the RFP respondent required to submit more than one Agency Experience Verification Form, and what is the Form used for?**

*The RFP respondent may submit more than one Agency Experience Verification Form if they wish.*

*The Form provides information regarding the respondent's administrative experience in providing contract services, any sanctions, and the respondent's ability to meet performance measures. The Agency Experience Verification Form must be completed by the RFP respondent as well as one of the respondent's funding sources.*

**24. Can additional exhibits or attachments be submitted along with the required documents?**

*Yes.*

- 25. The instructions do not say in what order or where you want attachments 7, 8, 9 and 10 placed.**

*Attachments 7, 8, 9 and 10 should be placed in the same order as they are in the RFP.*

- 26. As the RFP asks for 12 pt font and you want the questions from pages 19-20 typed into the RFP, can we change the font of the questions from Program Design and Implementation section? The questions alone take up almost an entire page.**

*Narrative responses must be in 12 pt font.*

*The RFP states that no more than 10 pages total are permitted for narrative responses in the Program Design and Implementation section. However, RFP respondents will be permitted to submit no more than 11 pages in response to narrative questions in this section. This is permitted in consideration of the amount of space needed to include the narrative questions along with narrative responses.*

- 27. Due to the short time frame and the holiday coming up, is there any way the deadline for proposals can be extended until July 13 or 14, 2006?**

*At this time, an extension to the RFP deadline date is not being considered.*

- 28. We currently have a MOU with the CTC and YOC to refer older youth to those services, may we reference this in the proposal as a collaborative partner?**

*Yes. You may reference your current MOU with the CTC and the YOC. However, sub-contractors will be responsible for ensuring that all required and necessary services (as indicated in the RFP) are provided or made available to participating youth directly or in collaboration with other youth service agency(ies). It is not the intent of this RFP for the CTC and/or the YOC to provide these required or necessary services, unless otherwise indicated in the RFP.*

- 29. Change in earnings for older youth: are the 2nd and 3rd qt pre-program earnings determined on a calendar year, fiscal year or 12 months prior to their entrance into the program? Additionally, are these documented earnings, or any earnings [i.e., those that they are paid cash and have no documentation for except self reporting]?**

*Pre-program earnings are not determined by a calendar year, fiscal year or 12 months prior to enrollment. They are determined by the 2<sup>nd</sup> and 3<sup>rd</sup> quarters prior to Enrollment. For example, if a participant is enrolled in October, his/her pre-program earnings would be determined by any wages earned between January (3<sup>rd</sup> quarter, January-March) and June (2<sup>nd</sup> quarter, April-June). Another example, if a participant is enrolled in May, his/her pre-program earnings would be determined by any wages earned between July (3<sup>rd</sup> quarter, July-September) and December (2<sup>nd</sup> quarter, October-December) of the previous year. Pre-program earnings are based on documented earnings, not cash wages.*

- 30. Under Core performance measurements for older youth on page 12 #4, is this stating they must be either employed, or in post secondary education or advanced training in the 1st qt they exit and should receive a credential by the end of the 3rd qt after they exit? As it reads it seems to be contradicting to #1 measure of employment rate. Or is the intent that they should be in training in one of these areas: employment/on-the-job or post secondary education or advanced training (on-the-job or via an institution)?**

*Page 12, # 4 is Program Completion Rate for Younger youth. Credential rate measure is on page 13, #4. All Older youth must have attained a credential by the end of the 3<sup>d</sup> quarter after exit. The credential/certificate may be in education, related to professional training, or skill development through employment.*

*In addition to the credential/certificate, all Older youth must be placed in employment, post-secondary education or advanced training during the 1<sup>st</sup> quarter after exit. If the older youth is in post-secondary education or advanced training, then they are excluded from the entered employment measure. If they are not in post-secondary education or advanced training, then they are included in the entered employment measure.*

- 31. Is a valid credential considered completion of x # of units at a local post secondary institution verified by transcript or report card?**

*In the Glossary of Youth Program Terms, page 39, Credential is defined as a “nationally recognized degree or certificate, or state/ locally recognized credential.” Under Core performance measures, the credential does not have to be nationally recognized. The completion of units in post-secondary education verified by transcripts or a report card, is not a credential or certificate. If the youth received a certificate of completion for these units, then this would be recognized as a credential/certificate.*

- 32. Is it possible for an agency to subcontract with YOC to handle the eligibility/initial certification?**

*No. Sub-contractors will be held responsible for initial determination of WIA eligibility for all participants recruited to its program.*